

## CFCP GRANT APPLICATION COMPONENT CHECKLIST

(also available at [www.conservation.ca.gov/dlrp/cfcf](http://www.conservation.ca.gov/dlrp/cfcf))

A complete grant application should include **five copies** of all application materials. See instructions for specific instructions for each component.

### ALL GRANT APPLICATIONS MUST INCLUDE THE FOLLOWING:

	Completed Grant Application Component Checklist (page 4-3)
	Completed Grant Application Cover Sheet (see form page 4-4)
	Executive Summary (1 page maximum)
	Project location map (regional and site specific) where applicable
	Project Budget (form page 2-10 for easement applications, or 3-6 for policy/planning applications)
	Project Implementation Schedule (see form page 4-5)
	Relevant Portions of General Plan: Documentation of local government goals, objectives, policies, and implementation measures that support a long-term commitment to agriculture and agricultural land conservation (see p. 2-5 (h), 2-8, and 3-3(d)).
	Letters of support from any cooperating entities

### Acquisition grant applications must additionally include:

	Easement Summary Sheet (see page 2-9)
	Project Specification (6 page maximum)
	Project Monitoring Plan (2 page maximum)
	Documentation of Public/Neighboring Landowner Notification (see page 2-8)
	Preliminary Title Report (page 2-2)
	Easement/Property Appraisal (page 2-2)
	An agricultural conservation easement/land acquisition map that shows the exterior boundaries of subject parcel(s) and the parcel number(s), as well as proximity to closest Spheres of Influence
	Aerial photographs of properties larger than 640 acres, or which contain diverse terrain
	Public Notice Documentation (see page 2-8)
	A resolution from the government jurisdiction in which the project is located endorsing the project and the application for grant funds (see example page 2-11)
	A letter from the property owner stating support for the application & any completed purchase-sale agreement

### Policy/Planning or Land Improvement grant applications must additionally include:

	Project Description (3 page maximum)
	Project Justification (4 page maximum)
	Landowner Letter of Support (for Land Improvement projects only)

### A Nonprofit organization must include:

	A copy of its nonprofit IRS 501(c)3 status
	A copy of its Articles of Incorporation
	A copy of its By laws
	A certification from the Board of Directors stating that no conflict of interest, or appearance of a conflict of interest exists for any of the board members or staff in connection with the proposed project